**Subject: Request for salary appraisal**

Dear XXX

I have greatly enjoyed working here over the past XXX years, and as well as feeling I have learnt a lot from my time within the department. I also feel I have contributed a great deal to the ongoing success of the team and the company.

Over the past couple of years, I feel my responsibilities have grown beyond the scope of my original role profile and I thank you for the opportunity to develop..

I now have additional responsibilities in key business areas including the following

1. **Grants** - including Managing the Climate Network Grants, Peace and Reconciliation Network Grants and the ACU Gender Grants. Specifically it is my responsibility to
   1. Set up application forms
   2. Respond to queries from applicants
   3. Manage applications within Civi
   4. Set up selection meetings for the grants

The additional business value I provide here is XXX, for instance (give concrete examples)

1. **Networks** – here **I** provide the secretariat for the Peace and Reconciliation Network and the Climate Resilience Network, specifically
   1. Liaising with steering committee members to set up meetings
   2. Taking minutes at meetings
   3. Setting up and sending mailings to network members
   4. Onboarding new members to both networks
   5. Managing the mailboxes for both networks

The additional business value I provide here is XXX, for instance (give concrete examples)

1. **Civi, specifically**
   1. Main point of contact for Civi help for membership team and other teams occasionally
   2. Providing training to team members

The additional business value I provide here is XXX, for instance (give concrete examples)

In addition, I also have now additional responsibilities such

1. as feeding into member resignation reports
2. leading the process, over the last two years of the membership renewal process during a period of high managerial staff turnover (I’m sure you can appreciate the benefits to income of this) and
3. reporting on recruitment and retention activity.

Given the added value I bring to the ACU, I no longer feel that the salary I am receiving reflects the contribution I am making to the team, department and organisation.

I believe my current remuneration package is below what can generally be expected for someone in my position and skills.

You could say you want an XX% increase but you will need to explain why you want that % - up to you

I would greatly appreciate an opportunity to discuss this further, and kindly ask that we meet at a time most convenient for you.

Once again, I would like to express my sincere thanks for the support you have shown me, and I look forward to continuing to serve the department and the ACU to the best of my abilities..